

COUNTY of LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

INTERMEDIATE TYPIST CLERK

TRANSFER OPPORTUNITY

THIS IS NOT AN OFFICIAL EXAMINATION RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY

An Intermediate Typist Clerk is being recruited to fill a vacancy at **Camp David Gonzales** located at 3201 N. Las Virgenes Rd in Calabasas. This program is co-located within a Department of Probation detention camp and serves adolescent males in a serene canyon environment.

Essential Duties:

- Maintain electronic charts
- Scan documents into the Probation Electronic Medical Records System (PEMRS)
- Research the Integrated System (IS) and PEMRS for information to assist clinical staff and ensure accuracy of billing
- Enter data into the IS
- Organize supplies and request orders as needed
- Maintain office records, organize and file alphabetically
- Answer phone calls, take messages, and route calls appropriately
- Collect, distribute and file documents shared by collaborative partners on site
- Provide clerical support to the Mental Health Clinical Supervisor

Desirable Qualifications:

- Proficient in MS Office Suite and computers in general
- Ability to work independently and as a team member
- Ability to work collaboratively with other County departments
- Ability to adhere to standards of confidentiality in a multidepartment environment
- Dependable, flexible, and adaptable
- Knowledge of PEMRS is highly desirable

Additional Information:

Individuals holding the title of Intermediate Typist Clerk who have passed their Probationary period should e-mail their resume, last two master time cards, and last two performance evaluations by October 17, 2016 to:

Kristina Wilson, Secretary III to Heidi Rotheim, Ph.D., MHC Program Manager II
Juvenile Justice Mental Health Programs
KMWilson@dmh.lacounty.gov, or 310-482-6653